

Nebraska Library Commission
Instructions for the Public Library Statistical Report
Fiscal Year 2014-2015
Survey Submission Deadline: February 19th, 2016

Why you should submit your library's statistics

- Your responses contribute to a national file of public library data that will be available to the library research community, state and federal policy makers, private grant officers, (think the Bill & Melinda Gates Foundation) and other interested users.
- Your library's data becomes part of the database now maintained by the Institute of Museum and Library Services (IMLS) and the U.S. Census Bureau. This data is used in their Compare Libraries tool.
- Your data becomes an advocacy tool. Show how well your library is meeting the needs of your community or where you need to improve
- Submitting your library statistics through *Bibliostat Collect* is required to become eligible for public library accreditation, state aid, and the dollars for data grants. **Much of the data provided is used to determine accreditation status.**
- All public libraries in Nebraska are required to submit statistical data about library services and operations on an annual basis (Nebraska Statute 51-407) and to submit the Nebraska Library Commission's supplemental survey.

This data is collected using *Bibliostat™ Collect* (<http://collect.btol.com>). Enter the User Name and Password assigned to your library in order to log on.

Definitions included in these instructions are derived in part from definitions established by the Public Library Statistics Cooperative (PLSC) to ensure comparability of data nationwide. Please respond to each item on this form in the space provided.

PLSC questions are printed in purple and these are "required" questions. This means that answers to these questions must be provided for the survey to be submitted successfully. In order for a library to be eligible for accreditation and state aid, substantive responses must be provided for all PLSC data elements.

The "Frequent Questions" tab contains information about entering phone numbers, use of flags, creating notes, repeating groups, and how to resolve an edit check. Please read through this section so that you understand the functions of this online statistical report. You will also notice that some question numbers are underlined. That means you can click on them for a pop-up screen with a definition or instructions related to that question.



Notes

You may use notes to annotate your answer to any question that requires it. You will need to provide an annotation if the data from your survey generates an "Edit Check," or you may simply wish to provide additional information locally, to the state, or to the U.S. Census reviewers. Click on the notepad icon next to the question. If the Federal tab is highlighted, then the annotation will go to the federal statistics collection program with which the state library cooperates, and to the state library itself. All of the notepads default to the Federal tab. If you want to annotate a response to the state or to your own library, you will need to click on the respective tab on the top of the notepad.

How do I use the flag?

Click on the flag to the right of a question and it gets darker. This is a way for you to mark a question to which you want to return. You can view all the flagged responses by selecting Status on the navigation bar at the top of the page; then select View all flagged questions.

What are repeating groups?

Some sections of the annual report allow you to add as many groups of the same questions as needed. For example, some libraries have three branches, some have one or two, and some do not have any. With the repeating group, you can complete as many groups (branches in this case) as needed. A repeating group may appear in the annual report when you are completing information about branches, trustees, source of income, contracting municipalities, etc. You will notice that the previous year's data will not be displayed, but many of the data entry boxes may be pre-filled for you. You can add another group of questions by clicking *Add Group* (or *Add Branch* in the previous example). In order to correctly save each group, you must first add a blank group, fill out the data for that group, and click *Save* before adding subsequent groups. When you add groups, it is possible that the section will be split into two parts. If you have blank or unwanted groups of questions, you can click *Remove Group* (or *Remove Branch* in the previous example) to delete the extra response boxes. However, even if the question does not apply to your library (you do not have any branches), at least one group must be completed with "N/A" in each data entry box.

Unavailable Data

If exact numbers are not available or data has not been collected for an item, provide your best estimate. Since estimates are based on actual usage, **they should vary from year to year**. Include data for the main library and all branch libraries that were open all or part of the fiscal year. If a question is not applicable to your library (e.g. you don't have a web site), enter N/A or leave it blank. If the question applies to your library, but you don't collect the information requested, please enter 0 or N/A. If the answer for a quantitative question is "none" for the year, please enter a zero.

Review the pre-filled information and make any necessary changes. You have the option of hiding or displaying the answers from last year's survey, by clicking on the box in the upper right corner of each input page. The previous year's answer will appear above the input box for this year's answer. It is highly recommended that you use this feature in order to spot discrepancies in the data.



Remember, I want to help you complete your survey, so ***please contact me with any questions you have***. Contact Sam Shaw, 402.471.3216, 800.307.2665, sam.shaw@nebraska.gov

Section 1.0 – General Data (1.1 - 1.18)

Here we ask for the official name of your institution, street address, mailing address (PO Box if you have one), and other information about your library. Please review the information and make changes where appropriate. **Please note that the 4-digit zip code extension is no longer required.**

1.12 & 1.13. Local Population & Population of Legal Service Area. These are determined by the Library Commission, based on the official ~~2013~~2014 census estimates and funding data. If you have questions or comments about these, use the ~~State~~ Notes ~~section~~. ~~for comments~~.

For the ~~2014-2015~~ Public Libraries Survey, we have used the latest official estimates from the U.S. Census Bureau. As cited below:

Source: Annual Estimates of the Resident Population: April 1, 2010 to July 1, ~~2014~~, U.S. Census Bureau, Population Division Release Dates: For the United States, regions, divisions, states, and Puerto Rico Commonwealth, December

2012. For counties and Puerto Rico municipios, March 2015. For Cities and Towns (Incorporated Places and Minor Civil Divisions), May 2015."

Legal Service Area:

"The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider." Institute of Museum and Library Services (IMLS) and the U.S. Census Bureau. FY 2014 Public Libraries Survey: WebPLUS User's Guide. January-December, 2014, p. 43-44.

1.14. Indicate whether the **Library Board** is an advisory board or an administrative board. All cities of the second class and villages, if they have public libraries, have governing/administrative (as opposed to advisory) library boards by state statute. First class cities have the option of having either a governing/administrative or an advisory library board. This is decided by city ordinance.

An advisory board is appointed by the city council or other governing entity to serve as a liaison between the library and its citizens. The board advises the library director and the city council in matters related to the library and its services and promotes the library and its programs. An administrative board is authorized to appoint and determine the salaries of library staff, establish regulations for governance of the library, and control library expenditures.

Note: All cities of the second class and villages, if they have public libraries, have governing/administrative (as opposed to advisory) library boards by state statute. First class cities have the option of having either a governing/administrative or an advisory library board. This is decided by city ordinance.

1.18. Does the library have an active foundation? Here is how a library foundation is defined: A library foundation is a group formed to support the efforts of a public library to enhance the services offered to the community. A foundation is sometimes called upon, and often formed, in response to a major capital campaign such as when a new building or major renovation is planned for the library. In order to be considered a foundation under this definition, the group must have been established as a 501(c)(3) not-for-profit organization under IRS rules and must be properly registered with the Nebraska Secretary of State's office, or it must have a formal agreement with an already-established 501(c)(3) organization and operate under that organization's not-for-profit "umbrella." A library foundation does not have policy-making power over library decisions. That power lies with the library board (if it is a governing/administrative board) or with the city (if the library board is advisory).

Section 2.0 — Library Facility (2.1 - 2.30)

This section of the survey collects data about the actual facility, known as an *Outlet* by IMLS. Please note that the every library building or bookmobile is considered an outlet, **including the main library**. So, even if your library does not have a bookmobile or branches, it is still considered an outlet.

2.1. Branch libraries are auxiliary units that have all of the following: (a) separate quarters; (b) an organized collection of library materials; (c) paid staff; and (d) regularly scheduled hours for being open to the public. Branches are administered from a central library.

2.2. A bookmobile is a traveling branch library. It consists of at least all of the following: (a) a truck or van that carries an organized collection of library materials; (b) paid staff; and (c) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.

2.5. Accessibility. A facility is accessible if it was constructed in compliance with the accessibility guidelines that were in force at the time of its construction. A facility meets the requirements of the

Federal accessibility standards and guidelines and is accessible or it does not meet the requirements and is not accessible.

Questions **2.7 through 2.9** are designed to gather more specific information about library building projects.

Questions 2.10 – 2.11, 2.18 – 2.21, and 2.24 – 2.30 refer to library outlet data compiled and reported to the Federal-State Cooperative System (FSCS) and cannot be edited. If you need to alert the Library Commission of an error or change, put a note in the State Notepad notes section.

2.18. Outlet Type Code. An outlet is a unit of an administrative entity that provides direct public library service.

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials..

Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. See above.

BS—Bookmobile(s). See above.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

2.19. Metropolitan Status Code.

CC – Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but Not Within Central City Limits

NO—Not in a Metropolitan Area.

2.20. Library Building(s) square footage. This question is read-only, so if you believe the figure listed is incorrect, please add a comment in the **State Note**. Provide the area, in square feet, of the public library outlet (**central library or branch**). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

2.21 Number of Bookmobiles in the Bookmobile Outlet Record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s). See 2.1618 above.

2.22 Actual hours open for public service per year for each outlet. Instead of just reporting this statistic for central libraries, this element is to be reported for each outlet, including all single outlet libraries, branches, and bookmobiles. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. For each bookmobile, count only the hours during which the bookmobile is open to the public.

2.23 Number of actual weeks per year each library outlet is open.

For each bookmobileoutlet, count only the weeks during which the bookmobileoutlet is open or available to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate the number of weeks based on total number of service hours per year at the outlet level. For example, by dividing total

hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down

2.24. Legal Basis Code. The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. **Note:** Please put city/county combinations under 'CC', rather than under Multi-jurisdictional

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with a 501 (c) designation.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

2.25. Administrative Structure Code. This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

2.26. Geographic Code. Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

CI1—Municipal Government (city, town or village) (exactly)

CI2—Municipal Government (city, town or village) (most nearly)

CO1—County/Parish (exactly)

CO2—County/Parish (most nearly)

MA1—Metropolitan Area (exactly)

MA2—Metropolitan Area (most nearly)

MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

2.27. FSCS Public Library Definition. Answer <Y>es or <N>o to the following question: “*Does this public library meet all the criteria of the FSCS public library definition?*”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

2.28. Interlibrary Relationship Code.

HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative. **Note:** Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library

NO—Not a Member of a Federation or Cooperative

2.29. Legal Service Area Boundary Change. Answer <Y>es or <N>o to the following question: “*Did the administrative entity’s legal service area boundaries change since last year?*” **Note:** Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

2.30. Number of Central Libraries. This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. **Note:** Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

Section 3.0 – Library Finance (3.1 - 3.67)

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. Report all revenue and expenditures as **whole dollars**. If the city, township, or county pays

some of the library expenses directly these amounts should be reported under the appropriate Operating Revenue and Operating Expenditures categories.

3.1 – 3.2. Fiscal Year: Indicate the start and end date for the fiscal year. Please use this format: MM/DD/YYYY.

Operating Revenue Sources

3.3 – 3.9. Local Government Operating Revenue: Includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. If the city, township, or county, pays some of the library expenses directly on behalf of the library, these amounts should be included in local government revenue. Do not include here state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. **Note: please be as accurate as possible when entering this information. Check with your local government officials if you are unclear about the library's budget. These figures are used to determine eligibility for library accreditation and state aid grants.**

3.11 – 3.14. State Government Revenue: These are funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.

3.16 – 3.18. Federal Government Revenue: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

3.20. Lender Compensation: Report here the total funds received from the Nebraska Library Commission for lender compensation for this fiscal year.

3.22. Other (specify source): Report here the source(s) of revenue not reported above. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services, including non-resident fees. Include here wages for employees paid by AARP, or work-study. Include funds or special grants from state or federal programs that are distributed through the city or county, e.g., Green Thumb employee(s). Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Do not include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year.

Total Operating Revenue: This item calculates revenue from the local, state, and federal government and all other revenue sources.

Capital Revenue: Report all revenue to be used for major capital expenditures.

Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. **Exclude** income passed through to another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover).

Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Non-resident fees: Indicate whether or not the library charges a non-resident fee for library service. If a non resident-fee is charged, indicate who is charged, what the annual fee is, and how many non-resident cards were issued during this fiscal year.

Expenditures.

Operating Expenditures: These are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, which are paid on behalf of the library, should be reported. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures.

Non-resident fees: Indicate whether or not the library charges a non-resident fee for library service. If a non resident-fee is charged, indicate who is charged, what the annual fee is, and how many non-resident cards were issued during this fiscal year.

Staff Expenditures.

3.36. Salaries and Wages: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but **exclude** employee benefits.

3.37. Employee Benefits: Include the benefits outside of salary and wages paid and accruing to all employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including **Social Security, FICA**, retirement, medical insurance, life insurance, guaranteed disability Revenue protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

3.39 – 3.49. Indicate in the check boxes which of the benefits listed are provided **for the library director**.

Collection Expenditures.

Include all expenditures for materials purchased or leased for use by the public.

3.50. Print Materials Expenditures: Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

3.51. Electronic Materials Expenditures: Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under **Other Operating Expenditures (item 3.61)**.

3.52. Other Materials Expenditures: Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new forms.

3.54 – 3.63. Other Operating Expenditures This includes all expenditures other than those for staff and collection. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

3.61. Please note: We have added a question asking for the amount your library expended for **computer hardware, accessories, and software**. Include computer hardware, computer accessories, and software used to support library operations, whether purchased or leased, for staff or public use. This was previously included in the question about electronic access.

3.62. Electronic access. This question now asks **just** for expenditures for access. It includes expenditures associated with access to electronic materials and services. Include expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia **(such as the Pioneer Consortium)** and commercial services. Include all fees and usage costs associated with accessing the internet. Exclude capital expenditures.

3.65. Total Operating Expenditures: This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures.

3.67. Total Capital Outlay Expenditure: Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Section 4.0 – Library Collections (4.1 - 4.41)

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.

4.1 – 4.4. Books (Print Materials): Report a single figure that includes the following:

Books in print. Books are **Non**-serial, printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, **of** if volume data

are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

4.5. – 4.8. Electronic Books (E-Books): E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). ~~Include non-serial government documents.~~ E-books are loaded to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of ~~physical or~~ electronic units, including duplicates, ~~for all outlets at the administrative entity level; do not duplicate unit count for each branch. For smaller libraries, if volume data are not available, the number of titles may be counted.~~ E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. ~~Report only items the library has selected as part of the collection. Please exclude public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg)~~ Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: this data element also includes E-books in the library's collection that are not catalogued or made accessible through the OPAC, so materials that are part of *OverDrive* collections should be counted.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." ~~For smaller libraries, if volume data is not available, the number of titles may be counted.~~

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.9 – 4.12. Audio – Physical Units: These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.13 – 4.16. Audio – Downloadable Units: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. **Audio –**

Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items the library has selected as part of the collection that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: this data element also includes downloadable audiobooks in the library's collection that are not catalogued or made accessible through the OPAC, so materials that are part of *OverDrive* collections should be counted.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For smaller libraries, if volume data is not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.17 – 4.20. Video – Physical Units: These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.21 – 4.23. Video – Downloadable Units: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items the library has selected as part of the collection that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have

a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data is not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

4.25 – 4.28. Electronic Databases: Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region) or acquired by formal agreement with the State Library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

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NOTE: The Library Commission provides 19 databases for all public libraries through NebraskaAccess. If the library's catalog is available on the Web, this counts as one database, for a total of 20. If the library subscribes to additional databases, that number should be added as well.

Current **Print** Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues.

4.2924 – 4.3227. Current Print Serial Subscriptions: Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

4.3328 – 4.3732. Other Materials: Total number of other materials in the library's collection not already counted. This could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public. List groups of items, if possible.

Section 5.0 – Library Services (5.1 - 5.2839)

5.1. Number of registered users: A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

Library Use Statistics: (Library visits, Reference transactions, Users of public Internet computers) For each of these questions, report actual annual totals, if available. If an actual count of visits and reference transactions is not available, report the counts taken during a “typical week” (see definition below). Multiply by 52 weeks for an estimated annual total. A “typical week” is a week that is neither

unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

5.2. Annual library visits. This is the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting the visits during a typical week.

5.3. Reference Transaction: Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites) and computer-assisted instruction. Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Note: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

5.4. Uses of Public Internet Computers: Report the total number of uses (sessions) of the library's Internet computers in the library during the past year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

5.5. Circulation of Adult Materials (excluding downloadable materials): Report the total annual circulation of all adult materials in all formats to all users, including renewals. Do not include items checked out to another library.

5.6. Circulation of Adult Downloadable Materials: We want to measure use of digital, downloadable material separately from other formats. Please obtain the circulation counts of downloadable items identified as adult and list them here.

5.8. Circulation of Children's Materials (excluding downloadable materials): Report the total annual circulation of all children's materials in all formats to all users, including renewals. Do not include items checked out to another library. Children's materials include all juvenile and young adult materials.

5.9 Circulation of Children's Downloadable Materials: Starting this year, we want to measure use of digital, downloadable material separately from other formats. Please obtain the circulation counts of downloadable items identified as children's titles and list ~~them~~ **the total** here.

5.12. Circulation of Electronic Materials. Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. **Include circulation only for items counted under Electronic Books (E-Books), Audio-Downloadable Units and Video-Downloadable Units in the LIBRARY COLLECTION (questions 4.5-4.8, 4.13-4.16, and 4.21-4.23). Do not include items not specified under those definitions.**

Note: Do not include databases.

5.13. Total Library Materials Loaned to Other Libraries: These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

5.14. Total Library Materials Borrowed from Other Libraries: These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

5.15. NebrasKard Registrations: Report the total number of NebrasKard registrations issued during this fiscal year.

5.16 – 5.18. Regular Hours Open per Week. ~~Calculate the number of hours your library is open to the public in a normal week and indicate the number of weeks each year when this is your operating schedule. If your library has a separate summer schedule, please report below~~

5.19 – 5.21. Summer Hours Open per Week. ~~If your library has a weekly summer schedule that is different from the schedule for the majority of the year, enter these hours here and indicate the number of weeks when this is the operating schedule.~~

5.16-5.22. Children's Programs . A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

5.23. ~~Count all children's programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities.~~

If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. If a summer reading program contains several activities, count each one separately as a program. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: The National Center for Education Statistics (NCES): *Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines children as persons age **11 years and under**.

If your library did not offer any planned programs for children, please enter "0".

5.23-5.25. Young Adult Programs. A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

5.26. Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: The National Center for Education Statistics (NCES): *Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357) **and The Young Adult Library Services Association (YALSA)** defines young adults as **age 12-18**.

5.26-5.28. Adult Programs: Report the total number of programs held during the year for adults, and report the average attendance. A program is any planned event which introduces the group attending to any of the broad range of library services or activities which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, literacy, English-Language programs, citizenship classes, and book discussions.

5.29. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than a group, such as one-to-one literacy tutoring, services to the homebound, resume writing assistance, homework assistance, and mentoring activities.

Section 6.0 — Library Technology (6.1 - 6.1318)

6.2. OPAC: Indicate how many Online Public Access Computer (OPAC) workstations are available. An OPAC is a workstation that provides access to the library's online catalog.

6.3. URL of OPAC: This is a question about OPAC access. We would like to know the URL of your online public access catalog if it is accessible via the internet.

6.4. Please indicate whether your library provides Internet access to the public.

6.5. Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.

6.6. If your library uses **Internet filtering software**, please tell us which product you are using. Filtering software (such as *Net Nanny*, *Cybersitter*, *WebSense*, etc.) is designed to block access to designated Web sites. *This is not the same as security software.*

6.7. Which company or entity provides your library with Internet access? In some cases this may be the local Educational Service Unit (ESU) or the **Internet Service Provider (ISP)** your city uses.

6.8. Please select from the dropdown list the type of Internet connection your library uses as its **primary** source of service.

6.9. Wireless Internet (WiFi): Please indicate whether the library provides wireless Internet access in the building(s) **for customer access**.

6.10. Wireless Sessions – Annually: Report the number of wireless sessions provided by the library wireless service annually.

We would like to know the number of wireless uses or sessions provided by the library wireless service annually. This information may come from wireless service providers and/or software. Suggested software/hardware examples include [Google Analytics](#) (requires a captive portal or splash page), [Cisco Meraki](#), [Aerohive](#), [Pfsense](#), and [Who's on My WiFi](#). The Library network's [Best Practices for Wireless Statistics](#) also offers helpful guidelines to assist with capturing this data.

If an actual count of uses or sessions is not available, report the counts taken during a "typical week" (see definition below). Multiply by 52 weeks for an estimated annual total. A "typical week" is a week that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

6.11. We would like to know the access rate (speed) of your primary Internet connection. Please choose from one of the drop down options. It may be necessary to make a quick call to your Internet Service Provider to obtain this information, or run a test from www.speedtest.net.

6.12. Electronic Collections (Databases): Licensed Databases: Report the number of electronic collections, licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the Nebraska Library Commission or a cooperative agreement within the state or region.

An electronic collection database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the Nebraska Library Commission. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted by the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface.

Report the number of electronic collections licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through curation, payment or formal agreement, by source of access. by the library (directly or through a cooperative agreement within the state or region).

6.13-6.14. Description and Use of Electronic Collections: We would like to know which electronic collections/databases the library provides (not including *NebraskaAccess* collections), and the number of annual uses. This is a two part question: You first add a description of the electronic collection in question number 6.13 (e.g. Zinio, Freegal, Mango Languages, etc.), and then report the number of annual uses in number 6.14. Count each item downloaded or each session as a "use". *Do not count searches as uses.*

Note: If the data for the number of uses (6.14) is unavailable, please enter the name of the electronic collection in 6.13, and enter 0 in 6.14 for number of uses.

Repeating Group Tip: You can add as many groups of the same questions as needed. You can add another group of questions by clicking Add Group. ***In order to correctly save each group, you must first add a blank group, fill out the data for that group, and click Save before adding subsequent groups.*** When you add groups, it is possible that the section will be split into two parts. If you have blank or unwanted groups of questions, you can click Remove Group to delete the extra response boxes. However, even if the question does not apply to your library (you do not have any electronic collections), at least one group must be completed with "N/A" in each data entry box.

6.1316. The number of electronic collections databases funded by the Nebraska Library Commission for the 2014-2015 fiscal year is already provided and cannot be edited. Here is the list we used for the count:

NebraskaAccess includes the following:

Omnifile Full Text Select (via EBSCOhost)	1
Biography Reference Bank (via EBSCOhost)	1
eLibrary	1
Books in Print	1
Heritage Quest	1

FirstSearch	
WorldCat	1
WorldCat Dissertations	1
ArticleFirst	1
PapersFirst	1
Ebooks	1
ClasePeriodica	1
ECO	1
ERIC	1
GPO	1
Medline	1
OAlster	1
Proceedings	1
CAMIO	1
ArchiveGrid	1
Total NLC	19

6.18. Total Annual Number of Virtual Library Visits to Library Website: Unique visitors is the number of inferred individual people as determined by IP address (filtered for spiders and robots), within a designated reporting timeframe (**each day**), with activity consisting of one or more visits to a site. Each individual is counted only once in the unique visitor measure for the reporting period, in this case, **each day**. The number of annual virtual visits can be calculated by summing the number of unique visitors each day for a one month time period. You may also report an annual figure based on a “typical week” (see definition below). Multiply by 52 weeks for an estimated annual total. A “typical week” is a week that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Section 7.0 – Staffing (7.1 - 7.8)

Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not. **Please note: this is not a measure of individuals, but of Full-Time Equivalents (FTE).** To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

7.1. ALA-MLS: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

7.2. Total Librarians: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

7.3. Other Staff: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

7.5 - 7.6. Please provide the job title used and hourly wage information for the director of your library only.

7.7 – 7.8. Volunteers: Indicate the total number of volunteers who donate their time to work in the library. Estimate the total number of hours volunteers work at the library in a typical week.


Section 8.0 – Other Information (8.1)

The Library Commission wants to know how your library is making a difference in your community. Please describe major successes and challenges from the past year. Include information about significant programs, people, services and events, and information about new or improved facilities.

Section 9.0 – Certification (9.1 – 9.3)

Type your name, title, and date.

Submitting the Survey

Once the survey is completed, click the red “Save” button, then click on the  “Status” tab and follow these directions:

Step 1: Verify all questions have been answered by clicking the “Unanswered Questions” tab in the Status section. Review and answer the “Required Unanswered Questions” first, then click the down arrow and do the same with “All Unanswered Questions.”

Step 2: Review any questions that might have been flagged.

Step 3: Click on the “Edit Checks” tab and correct or add a note for all questions listed. All of the questions must pass their edit checks before a survey can be submitted.

Step 4: Go back to the upper level tabs and select “Printing.” Print and save a copy of the survey and annotation reports.

Step 5: Return to the Status section, click on the “Submit Survey” tab, then click on the green “Submit Survey” button.